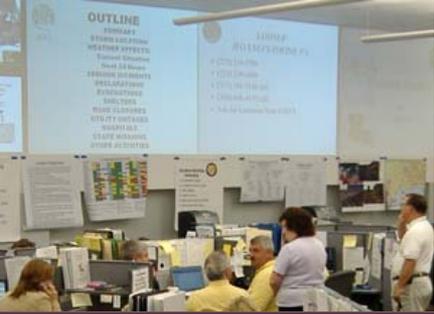




EMAC Overview





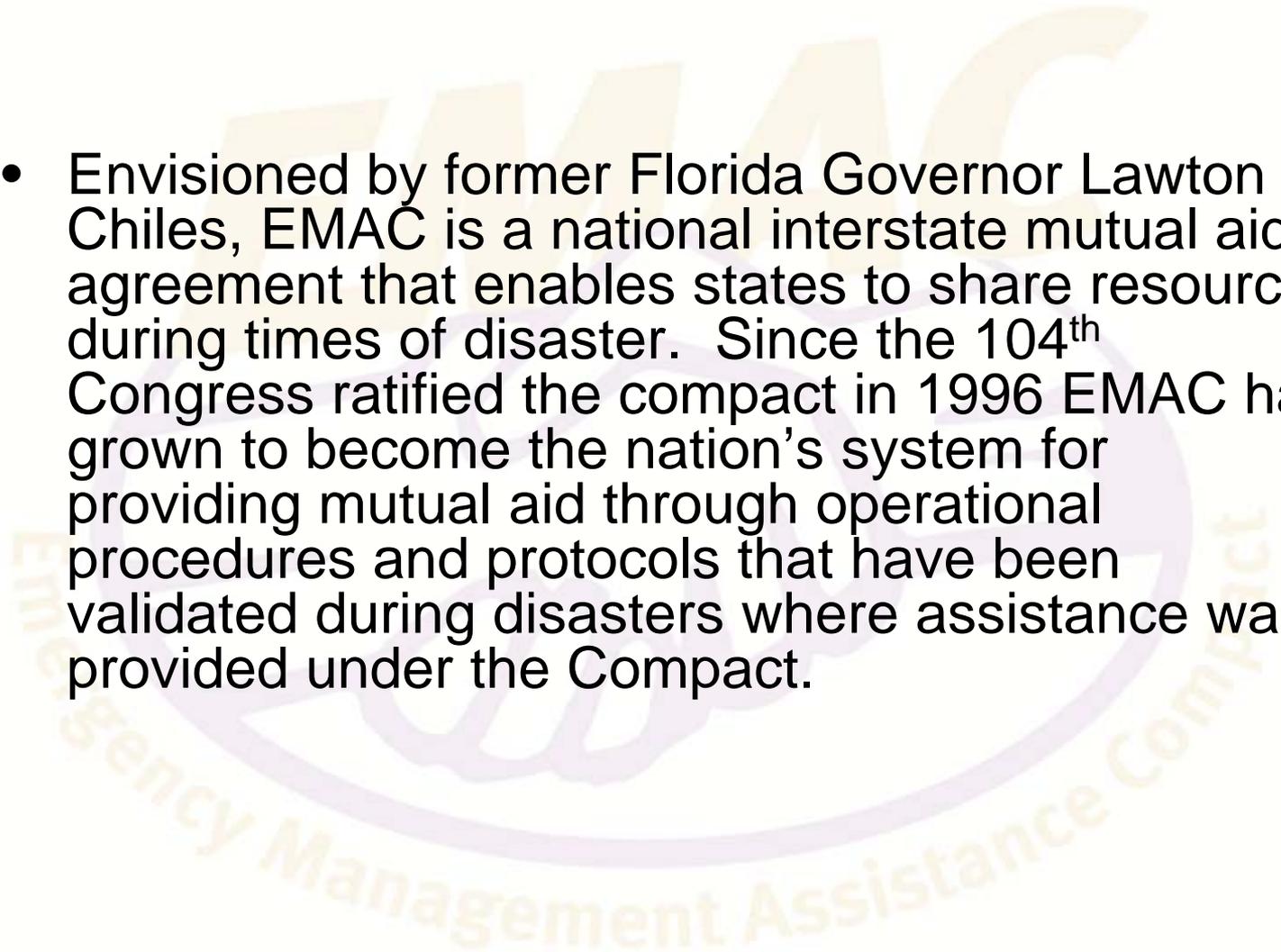
What is EMAC?

EMAC, **Emergency Management Assistance Compact**, is the Governors' Interstate Mutual Aid Compact. The Compact facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law by member states.



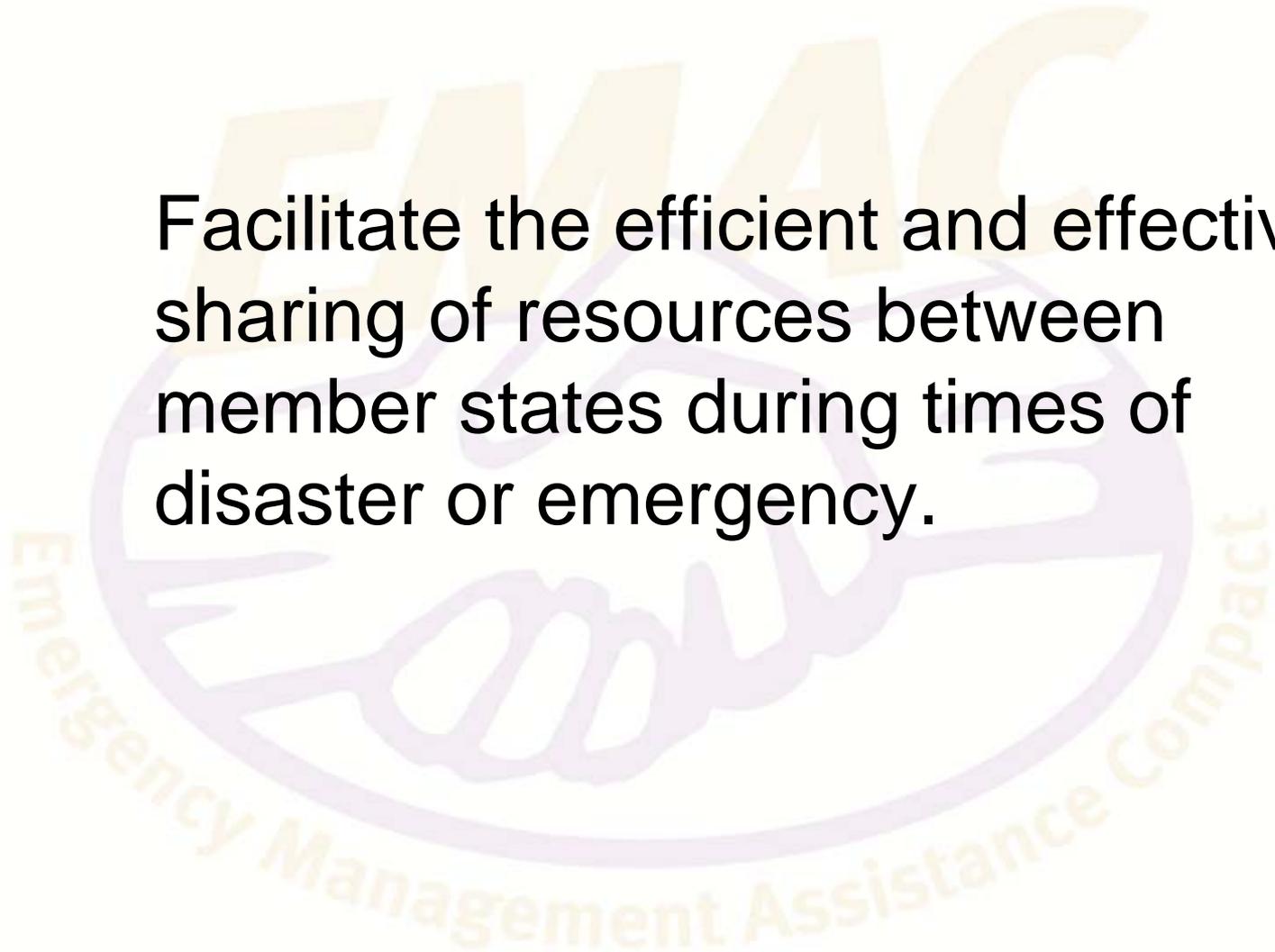
EMAC History

- Envisioned by former Florida Governor Lawton Chiles, EMAC is a national interstate mutual aid agreement that enables states to share resources during times of disaster. Since the 104th Congress ratified the compact in 1996 EMAC has grown to become the nation's system for providing mutual aid through operational procedures and protocols that have been validated during disasters where assistance was provided under the Compact.



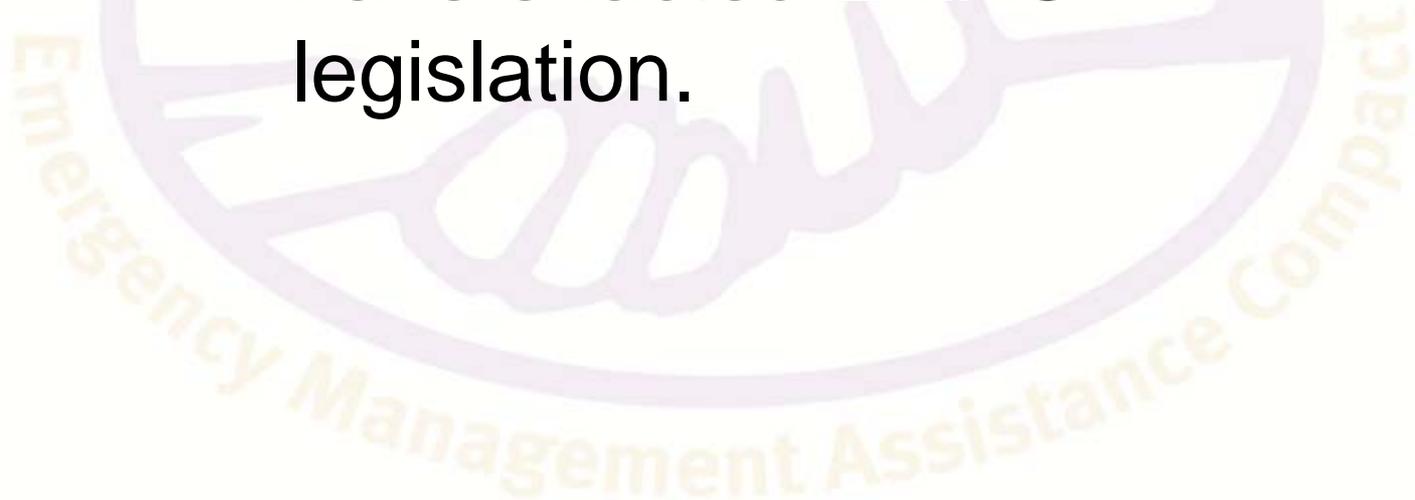
EMAC Mission

Facilitate the efficient and effective sharing of resources between member states during times of disaster or emergency.



Who are the members of EMAC?

50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands have enacted EMAC legislation.



Member State Responsibilities

- Educate Emergency Staff & State Agencies on the EMAC Process
- Train Staff on EMAC Operations for Potential Deployment as A-Team Members
- Develop and Maintain Procedures for A-Team Activation
- Develop and Maintain Procedures for Requesting/Providing Assistance
- Evaluate Procedures Through Exercises



How Does EMAC Work?



EMAC Activation

1. Governor issues state of emergency
2. Authorized Representative from the affected state alerts EMAC National Coordination Group (NCG)
3. Affected State requests A-Team Deployment or uses in-house EMAC A-Team trained personnel

4. A-Team works with state: Determine needs /requests assistance via EMAC Operations System

5. A-Team helps state determine costs and availability of resources

7. Resources are sent to affected state

6. States complete requisitions and negotiation of costs

8. Responding state requests reimbursement
9. Responding state reimbursed

EMAC Applications

EMAC has been used in wide variety of instances. In general terms, EMAC can be used for ANY capability that one member state has that can be shared with another such as the following

- State/Local EOC Support
- Damage assessment
- Disaster recovery
- Logistics
- Donations management
- Security
- Communications
- Fire fighting
- Aviation support
- Biological/chemical events
- Medical personnel/resources
- Hazard mitigation
- Public Assistance
- Community outreach
- Search and rescue
- Debris clearance
- Information & planning
- Public Health
- Hazardous materials
- Human services/mass care
- Animal control
- Information/planning
- Terrorist events



EMAC Response to Louisiana for Hurricanes Katrina, Rita, Gustav and Ike

- ❑ 49,471 Personnel including National Guard and Civilian Support
- ❑ over 153 Million Dollars in claims
 -
- ❑ National Guard Troops & Aircraft, Communications, Law Enforcement, Search and Rescue, Medical Personnel, Air & Ground Ambulance Transportation and Firefighters

Louisiana EMAC Responses to other State Disasters

- ❑ Iowa Flooding, California Lightening Fires, Texas Hurricane Ike, Virginia's Presidential Inauguration, Texas Wildfires, Kentucky Winter Ice Storm, Arkansas Ice Storm, N. Dakota Spring Flooding, Florida Deepwater Horizon, Maryland Winter Weather, Tennessee Flooding, Idaho Flooding, Alabama and Missouri Catastrophic Tornadoes.



JOPLIN, MISSOURI

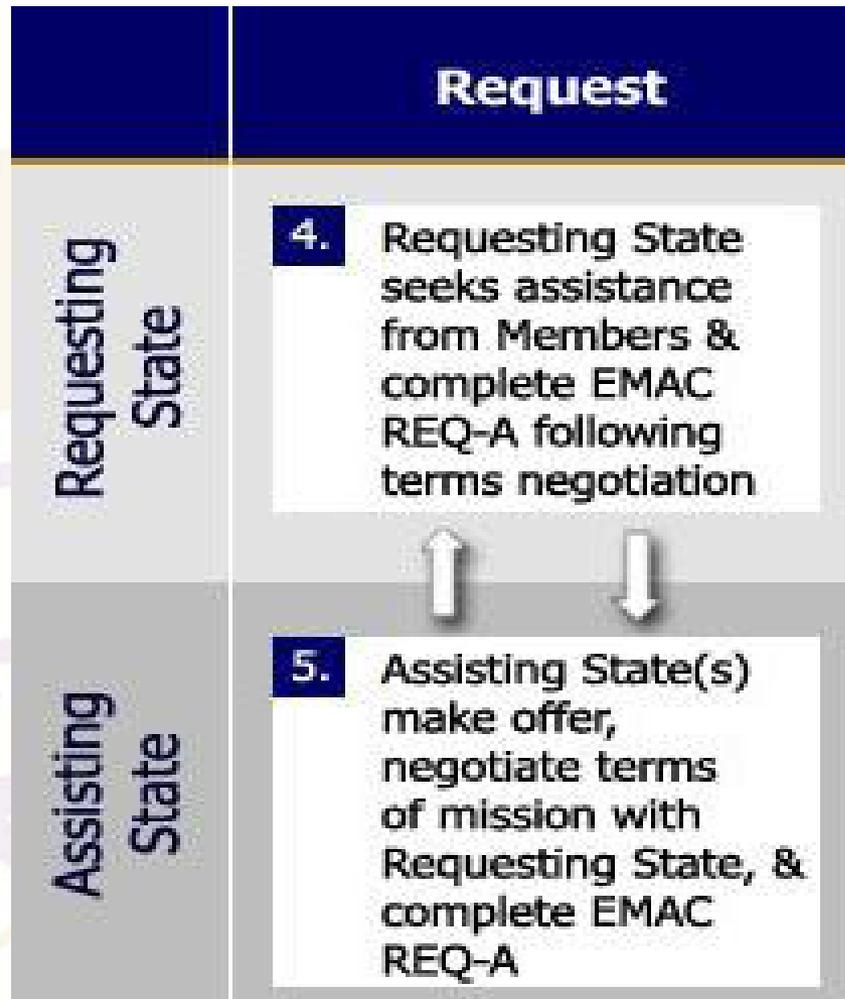


TUSCALOOSA, ALABAMA





EMAC Request Process



REQ-A

(Request for Assistance)

- **Requesting State:** Section 1 of the EMAC REQ-A defines the mission assignment, resource requested, mobilization and demobilization dates, any contact information for the in-state agency requesting assistance, and any working or living conditions and safety notes.
- **Assisting State:** Section 2 defines the confirmation of the mission assignment, resource offered, in-state resource owner contact information, mobilization and demobilization dates, staging area location, and mission cost estimate.
- **Requesting State:** Upon receipt of an executed EMAC REQ-A Section 2, the Requesting State Authorized representative signs Section 3 of the EMAC REQ-A

Section II

Emergency Management Assistance (EMAC)
Interstate Mutual Aid Request for Assistance
Form REQ-A, 2010



SECTION II: TO BE COMPLETED BY THE ASSISTING STATE					
Select Exercise or Event :	Select One:	Requesting State:	0		
Event Name:	0				
Requesting State Mission TN #:	0	Req. State EM Software TN #:	0		
Requesting Agency:	0	EMAC TN #:	0		
The EMAC Authorized Signature below certifies that information contained herein is a mission estimate to be accepted or declined by the EMAC Requesting State.					
Name of EMAC Authorized Representative:					
Signature of EMAC Authorized Representative with date:				Date:	
Date:	New or Amended #:		Select New or Amendment #		
Assisting State:	Assisting State TN #:				
Assisting Agency:	Assisting State EM Software TN #:				
Assisting State REQ-A Contact:					
	First Name:		Last Name:		
	Phone 1:		Phone 2:		
	E-mail 1:		E-mail 2:		
Mission Type:	Select One:	If State:	Select Discipline:	If NG:	Select Status:
Mission Assignment:					
Resources Available:					
In-State Resource Point of Contact:					
	First Name:		Last Name:		
	Phone 1:		Phone 2:		
	E-mail 1:		E-mail 2:		
Deployment Dates (Including travel days):					
Mobilization:			Demobilization:		
	Date Available:		Date Released:		
COST ESTIMATE (details on subsequent pages):					
Note: If you received a Mission Ready Package from the Resource Provider, enter the total under "Total Cost Estimate" below and attach complete Mission Ready Package to provide detailed costs.					
Total Cost Estimate (This number is calculated from the data entered into the Excel worksheets):			\$		

Section III

Emergency Management Assistance (EMAC)
 Interstate Mutual Aid Request for Assistance
 Form REQ-A, 2010



SECTION III: TO BE COMPLETED BY THE REQUESTING STATE			
Select Exercise or Event:	Select One:	New or Amended #:	Select New or Amendment #
Requesting State:	0	Requesting Agency:	0
Event Name:	0		
Requesting State Mission TN #:	0	Req. State EM Software TN #:	0
Assisting State:	0	Assisting State TN #:	0
The EMAC Authorized Signature below certifies that they have reviewed Section II submitted by the Assisting State and agree to the estimated mission costs and requirements. The mission is accepted.			
Name of EMAC Authorized Representative:			
Signature of EMAC Authorized Representative with Date:			
Date:		Time:	

All resources must be deployed through the respective state emergency management agencies

- When an impacted state determines they have exhausted the resources in their state, or that they can get assistance more quickly or less expensively than deploying a resource within their state, they may request resources from other EMAC Member States through EMAC.
- Assisting State: Utilizing pre-established internal state procedures, the state makes contact with the potential resource owner and determines if they can complete the mission request.

Mission Ready Packages

- Resource owners are responsible for building resource typed mission packages and for ensuring that personnel and equipment meet professionally set discipline standards.
- Resource owners must also develop a cost estimate to complete the mission and provide the estimate to the state emergency management agency. Having a cost estimate pre-event that can be updated once travel costs are determined will expedite the deployment of assets.

Reimbursement Guidelines

Please submit completed claim package and supporting documentation to:

Victoria Carpenter

EMAC Coordinator/Team Lead

Region VI EMAC Lead State Representative

Governor's Office of Homeland Security and Emergency

Preparedness

1500 Main Street

Baton Rouge, La. 70802

Victoria.carpenter@la.gov

225-572-9498 Cell

225-267-2566 Work

Resource Provider

The Resource Provider is responsible for auditing travel vouchers, reimbursing deployed personnel for travel expenses and paying other eligible expenses incurred in connection with the EMAC mission deployment.

Reimbursement Guidelines

Continued

All expenses incurred and paid by the Resource Provider are compiled and summarized by category of expense on an EMAC Intrastate Reimbursement Form (R-2). A single EMAC Form R-2 is used for each EMAC mission performed by personnel of the Resource Provider and for which a single REQ-A was executed.

The Resource Provider's reimbursement package consists of the following documents:

Completed Form R-2 with copies of supporting documentation, such as:

- a. Copies of timesheets
- b. Work records
- c. Payroll vouchers/documents
- d. Travel expense reports/vouchers
- e. Travel policies and procedures
- f. Warrants/checks demonstrating proof of payment



**Emergency Management Assistance Compact (EMAC)
Intrastate Reimbursement Form (R-2)**

Please complete all fields in gray. Fields in green are automatically calculated.

Event:	
Submitted to the Assisting State of:	Date:
From City/County/State Department of:	Vendor Number:
For Services Rendered under State Mission Number:	EMAC Mission Number:
Copies of Receipts and Payment Vouchers for Each Claim Are Attached:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Personnel Costs	
Regular Time	<input type="text"/>
Overtime	<input type="text"/>
Employer Share of Fringe Benefits	<input type="text"/>
Total Personnel Costs	<input type="text" value="\$0.00"/>
Travel Costs	
Air Travel	<input type="text"/>
Auto Rental/Gas/Mileage	<input type="text"/>
Lodging	<input type="text"/>
Government Vehicle Costs	<input type="text"/>
Meals/Tips	<input type="text"/>
Total Travel Costs	<input type="text" value="\$0.00"/>
Equipment Costs	<input type="text"/>
Contractual Costs	<input type="text"/>
Commodities	<input type="text"/>
Other Costs (Explain in Remarks Section)	<input type="text"/>
GRAND TOTAL	<input type="text" value="\$0.00"/>
Remarks:	
Certified and Authorized by:	Signature:
Title:	Date:
<small>The authorized official of the Assisting State certifies that the totals for each category/claim are exact costs expended by the Assisting State to perform the services requested in the REQ-A. All additional supporting documentation not included with this claim will be maintained by the Assisting State for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting State authorized official named herein.</small>	

Reimbursement Guidelines

Continued

- g. Receipts or invoices for purchased goods
- h. Similar documents evidencing eligible costs incurred as outlined in REQ-A
- i. Other documentation as outlined under Section C, Eligible Reimbursable Costs, of this reimbursement guidelines document

Cover letter on Resource Provider letterhead, officially transmitting the reimbursement package to the Assisting State and advising of any special instructions or other requirements the Resource Provider may have.

The Resource Provider should not submit incomplete claims to the Assisting State. Mission documentation must be complete before the claim is submitted. Any problems or issues with documentation should be discussed with the Assisting State and resolved prior to submission.

Eligible Reimbursable Costs

- EMAC was intended to provide reimbursement for **actual costs incurred during the execution of valid EMAC missions (reasonable cost)**. All expenses incurred as described in the REQ-A (and amended REQ-A, if applicable) are eligible for reimbursement. Costs aggregated in the REQ-A are estimated costs until such time that the Resource Provider and Assisting State compile the reimbursement package and reconcile expenses.
- Reimbursable expenses begin to be incurred when deployed personnel and/or assets initiate travel to the Requesting State and end when the personnel and assets return to their home states. In addition, certain expenses incurred for pre- and post-deployment activities can be eligible for reimbursement if the activities, timelines, and cost estimates are documented in Section II of the REQ-A and approved by the Authorized Representative of the Requesting State.
- ***Note: Credit card statements are not considered a valid document for the purposes of reimbursement.***

Examples of Eligible Expenses

Personnel

Eligible Costs: Regular time salary, overtime salary and fringe benefits calculated at the regular rate utilized by the Resource Provider. (Backfill costs are normally not eligible but may be negotiated between the Requesting and Assisting States and, if authorized, must be documented on the REQ-A and agreed upon by the Authorized Representatives of the Party States.)

Travel

Air Travel

Ground Transportation Cost of rental vehicles and fuel; cost of taxis and shuttles; parking fees; highway and bridge toll fees; cost of fuel for government-owned vehicles; personally owned vehicle mileage utilizing federal GSA rates found at www.gsa.gov.

Examples of Eligible Expenses

Lodging Per-diem lodging rates utilizing federal GSA rates found at www.gsa.gov or actual costs for lodging, except where costs were direct billed to the Requesting State, directly provided to deployed personnel (e.g., base camp or congregate care facility) or where lodging was non-existent and primitive conditions were present (e.g., personal tents).

Meals Per-diem meal rates utilizing federal GSA rates found at www.gsa.gov or actual costs for food, except where costs were direct billed to the Requesting State, meals were directly provided to deployed personnel.

Equipment Maintenance and operating costs (rates) for vehicles and machinery required to perform the mission.

www.fema.gov/government/grant/pa/eqrates.shtm

Examples of Eligible Expenses

Commodities Consumables and other supplies and materials that are necessary to perform the mission as described in the REQ-A. Examples: office supplies, such as notebooks, staplers, paperclips, and pens; other consumable items generally needed to perform the mission.

Other Reasonable costs to **repair or replace equipment damaged** *during deployment while performing the EMAC mission described in the REQ-A.* *Should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.*

Costs relating to the **decontamination of equipment and cleaning of personal protective equipment** used in performing the mission as described in REQ-A.

Costs of **purchasing and transporting supplies** by the Assisting State as requested by the Requesting State.

Replacement costs: All damaged, destroyed, totaled, contaminated or otherwise unusable items that were used on an official, fully executed EMAC mission (uniform, turn-out gear, etc.) should be considered as replacement and should be documented as such.

Ineligible Reimbursable Costs

Administrative costs associated with pre-deployment and post-deployment functions or other costs incurred by Assisting States in responding to EMAC requests, unless otherwise mutually agreed upon by each party state and stipulated in the REQ-A.

Costs for alcohol, tobacco, toiletries, and similar items.

Costs incurred by an entity who **self-deployed** without a valid REQ-A or with prior verbal consent of both the Assisting State and Requesting State EMAC Authorized Representatives but which were not followed up within 30 days by a written REQ-A.

Contact Information

For more information about EMAC:

www.emacweb.org

Victoria Carpenter, La. EMAC Team Lead

225-267-2566 Wk

225-572-9498 Cell

victoria.carpenter@la.gov

